DOCUMENT RESUME

ED 092 970 CS 201 405

TITLE What Is Career English?
INSTITUTION Brevard County School Board, Cocoa, Fla.
PUB DATE 73
NOTE 32p.

EDRS PRICE MF-$0.75 HC-$1.85 PLUS POSTAGE
DESCRIPTORS Books; *Career Education; *Careers; *English Instruction; English Programs; Films; Instructional Materials; *Language Arts; Supplementary Textbooks; Vocational Development

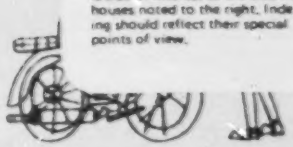
ABSTRACT

English courses which involve the language arts skills and which should be incorporated into major career areas are described in this guide. The guide also describes the units, procedures, activities, supplementary materials, and evaluation tools and is keyed--by number--to the State Accreditation Standards and assessment objectives. Teaching units, divided into two phases (low-average level and average-high level), consist of three general topics for each phase--self-awareness, career choice, and self-awareness as related to job success. Lists of teaching materials include supplementary texts, films, filmstrips, and paperback books. The names of agencies and associations related to career English materials are also listed. (JM)

ED 092970

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

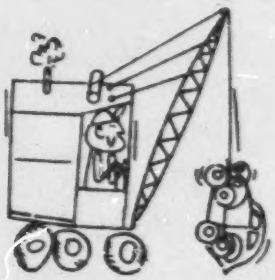
SCOPE OF INTEREST NOTICE
The ERIC Facility has assigned this document for processing to: CS CE
In our judgement, this document is also of interest to the clearinghouses noted to the right. Indexing should reflect their special points of view.



WHAT IS CAREER ENGLISH?

BREVARD COUNTY, FLORIDA

BEST COPY AVAILABLE



CS 201 405

CAREER English is

Growth in English Skills

MAKING COMMUNICATIONS WORK FOR YOU

PROPERTY OF NIE LIBRARY

Shaping Identity

Developing Values

Setting Goals

KNOWING YOURSELF

PLANNING

THE WORLD OF WORK

Jobs in Your Future . . Who Are You?
Before You Look . . . What Can You Do Now?
Is There a Job Here for You?
Looking for a Job . . . What Are the First Steps?
You're Ready to Work . . . Will It Be the Right Job for You?
Your First Job . . . Can You Keep It?
Jobs You Can Get Now
Job Information You Can Write For

SELF AWARENESS.
EDUCATIONAL AWARENESS.
CAREER AWARENESS.
ECONOMIC AWARENESS.
DECISION MAKING.
JOB PREPARATION.
VALUE CLARIFICATION.
EMPLOYABILITY SKILLS.

CAREER EDUCATION IS

INTEGRATING VOCATIONAL AND ACADEMIC EDUCATION TO PREPARE STUDENTS FOR WORK OR FURTHER EDUCATION.

CAREER ENGLISH

OVERVIEW, COURSE SUMMARIES, MATERIALS

BREVARD COUNTY, FLORIDA

PROJECT MEMBERS:

Career English Course Project Director: Margaret Heath, Secondary Language Arts Resource Teacher

English Teachers

Hilda Ashford, Merritt Island High
Anna J. Cooksey, Melbourne High
Hilda Mayo, Cocoa High
Margaret S. Merkhofer, Cocoa High
Anna Meunier, Cocoa High
Mary Williams, Rockledge High
Ann Crews, Cocoa High (new)
Mark Panton, Rockledge High (new)

Career Education Advisors

Eleanor Richie, County Career Education, Coordinator
Don Alford, Kennedy Junior High, Agriculture
Peggy Ashley, Satellite High, Business
Roberta Brooks, Cocoa High, Home Economics
Floris Johnson, Titusville High, Business and Typing
Doris King, Titusville High, Health
Millard Vanormer, Merritt Island High, Distributive Education, Job Entry & Placement
Richard Williams, Cocoa High, Trade-Auto Mechanics

Acadmic and Community Advisors

Dr. Luther Rogers, Superintendent of Public Instruction
Dr. Richard Wetherell, Assistant Superintendent for Instruction
Dr. Harry Dellinger, Director of Career Education
Dr. David Owens, Director, Elementary Instruction
Dr. Robert Paskel, Director, Secondary Instruction
Mr. Robert Blubaugh, Principal, Cocoa High
Brevard K-14 Model Career Education Project, Cocoa High, Mr. Mike Neal, Director, Mr. Doug Necessary, Curriculum Specialist, Mr. Bob Ploeg, Career Specialist
Mr. William Hignite, Career Education Coordinator
Mr. Robert Bruton, Principal, Merritt Island High
Mr. Boyce Padgett, Principal, Rockledge High
Mrs. Alethea Rucki, Director of Special Instructional Projects
Mr. R. Jamison, Industrial Relations, Catalytic, Inc.
Monroe Center Staff and Brevard County Students

Brevard County School Board Members

Robert A. Anderson, Chairman
Winston W. Gardner, Jr.
Mrs. Louise M. Taylor
Clark Maxwell, Jr.
Mrs. Margaret B. Senne

OVERVIEW

SECONDARY LANGUAGE ARTS--CAREER ENGLISH

AN EXPLORATORY APPROACH

BACKGROUND

1. In 1971, the Federal Government designated Career Education as a prime area for development, research and funding. During 1971-73, the Florida State Department of Education selected Career Education as the prime target for curriculum expansion at all grade levels and offered encouragement to include it as part of a total comprehensive education program. During 1972-73, Brevard County School Board recognized the State and Federal interest and supported an expansion of Career Education programs. State and County educators have agreed that the content-skills subjects, such as English, must become involved in and contribute to the Career Education program. Brevard County students now working, as well as Brevard adults have expressed in a survey taken in 1973 the feeling that students are often inadequately prepared in language arts skills which seriously affects their success and advancement in future occupations and/or advanced career-preparatory education.

2. After considering all background factors carefully, the following immediate objectives were established: 1) To develop two one-semester Career English courses for high school students--one for low achieving students and one for students with average to high achievement rates. 2) To incorporate all language arts skills, competencies, and objectives into the major Career Education program objectives. These skills and objectives have been identified by Federal agencies, Florida State Department of Education, Brevard County and numerous educational institutions and projects.

PROJECT DESCRIPTION

With these factors in mind, a Career English task force was formed (which includes teachers from each career field and language arts). During the spring and summer of 1973, NEW sequential instructional units were designated, including objectives and evaluation tools, multi-media materials and texts. All language arts skills are being incorporated into the major career areas identified by the Career Education teachers and the State Department Specialists. This guide decribes the units, procedures, activities, supplementary materials, evaluation tools, and is keyed, by number, to the State Accreditation Standards and assessment objectives. In 1974, Brevard County will likely select product (student performance) oriented standards for evaluation and assessment. For accreditation purposes this English Guide should meet all present

and projected requirements of those standards. We plan these English courses to be a totally new, stimulating experience for any student and to have immediate and long-range practical transfer value. It is intended that these courses will contribute to the school system's effort to implement an integrated Career Education concept.

Elements of Career Education	Language Arts -- Skills
Self Awareness	Speaking
Appreciations and Attitudes	Writing
Value Clarification	Listening
Educational Awareness	Using Resource Materials
Career Awareness	Thinking, Planning, Decision-making, Logic
Economic Awareness	Reading
Decision Making	Comprehending
Job Preparation	Logical, Effective Action
Employability Skills	Viewing
	Non-Verbal Communication
	Value Clarification (Choice making re: loyalties, etc.)

STATUS 1973-74

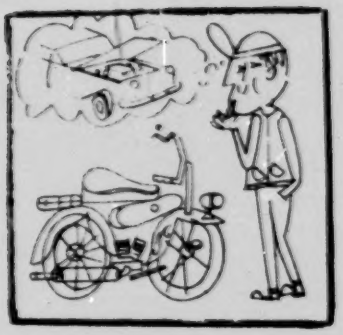
The guide and materials for the Phase 1-2 Career English Course are being field tested during the Fall Semester, 1973, in three high schools--Merritt Island High School, Rockledge High School, and Cocoa High School. Cocoa High School is also participating in the Brevard K-14 Model Career Education Project under a Federal grant. Its objective is to restructure school programs to provide sequential Career Education for all students. In this capacity, the Cocoa High English faculty is also developing independently of this Career English course, several nine-week English courses (units) primarily aimed at special occupational areas--example: English on Wheels (automotive). Further curriculum development and evaluation of these and additional units will continue during 1973-74. By field testing both approaches/courses at the same school, evaluation and revision will be facilitated.

The average-high level Career English course (phase 3-5) will be field tested in several high schools beginning with the second semester, 1973-1974. It is possible that portions of the courses will be included in some of the Adult Education English program.

Both "rough" copy course guides for Career English contain over one hundred sequential and independent units. It is possible that a one-semester course crowds the materials, presentation, and activities too much. In their final form, they may be used as a semester or year course, primarily recommended for juniors and seniors.

After field testing the units and revising where necessary, the final guides will be printed in the spring, 1974.

The following course overview-summary and materials lists are presented for your information. The materials list contains only those items integrated into the course presently. Other materials are available commercially and new materials continue to be released. Hence, this list should remain open-ended and continually be updated.



CAREER ENGLISH - A Summary

Phase 1-2 (low-average level)

Unit I: Know About Yourself (Lessons 1-2)

This unit is introduced by the awareness film, "Adolescent Experience/ Shaping Identity", followed by class discussions and individualized reading appropriate to the students' family backgrounds, cultures, traditions, peer groups, recreation, and jobs. Students will interview their families and complete the Parent Interview forms. Using this information, students will write personal reports which will later be compiled into a class Who's Who.

A variety of personality tests is explained and administered to students to make them aware of which careers they may be best suited for. Students are required to record their personal feelings in diaries or journals.

Poetry, tapes, records, guest speakers, films, and games are used in this unit to help students become aware of how they see themselves and others.

The activities in this unit are designed to encourage students to improve their self image and awareness as well as basic communication skills.

Unit II: Choose for Yourself (Lessons 1 - 51)

The Kuder Preference Test is adminstered and all eight career areas are explained. Students then research their areas of interest, compiling legible vocabulary lists of correctly spelled words as related to business. Research materials include SRA Work: Widening Occupational Roles kit, SRA Career Exploration films, Scholastics Discovery kit, and technical magazines.

Students are taught sentence construction and paragraph writing, and by the end of this unit are required to write a report on their career interests, fill out application and social security forms, write a letter of application and a resume.

The activities in this unit are designed to encourage students to improve these skills:

Speaking (role-playing, speech, job interviews, telephone etiquette, taping, discussions, oral evaluations)

Reading (poetry, Kuder Preference Survey, articles on careers, work briefs, technical magazines, Readers' Guide, plays, want-ads, diaries, short stories)

Writing (vocabulary lists, complete and incomplete sentences, paragraphs, reports, job applications, worksheets, letters of applications, worksheets, letters of applications, questionnaires, resumes, short story reports, personal evaluations, handwriting and printing, social security forms, letters requesting information, job descriptions)

Listening (discussions, filmstrips, films, cassettes, oral quizzes)

Unit III: Work for Yourself (Lessons 1 - 11)

This unit is introduced by a study of laws about jobs. Availability of jobs, job qualifications, work permits, applications, letters of reference, fringe benefits, and unions are explained by guest speakers, such as representatives of private and state employment agencies and unions.

The unit concludes with the students' completing Self-Inventory and Occupational Survey Forms, referring to materials that have been compiled in their individual folders. A requirement of the course is a post-test given to determine the students' reading levels. Reading for Understanding or the Zip Scale Reading Test is recommended.

The activities in this unit are designed to encourage students to improve these skills:

Speaking (discussions)

Reading (career pamphlet, career comic books, articles on careers, social security pamphlets, reading tests)

Writing (work permits, quizzes, note-taking, survey forms)

Listening (guest speakers)

CAREER ENGLISH - A Summary Overview

Phase 3-5 (average-high level)

Unit 1: Awareness of Self (Lesson 1 - 18)

In this unit activities are designed to develop a greater awareness of self, past and present, and of others, as well as to improve communication skills.

Written assignments include word association reactions; responses to given categories, such as likes and dislikes or interests related to pets, television, clothing, famous personalities, etc.; and a self profile based on Kuder Preference Test scores. A written resume or data sheet is the final product of the self-study. Basic grammatical skills stressed include complete sentences, eliminating fragments and run-ons, possessives, pronoun case and reference, spelling, and punctuation.

Readings include poetry with themes of personal identity, general information on personality and interpretation of personality tests, and a novel chosen by the student.

Listening and viewing activities to be discussed and evaluated include the filmstrip "Shaping Identity," Bill Cosby's "My Brother" (on tape), and speakers from local personnel departments relating personality to success in business.

Speaking activities include group and class discussion of speakers, filmstrips, and literature (including a novel), as well as role-playing activities.

Unit 2: Choice of Career (Lesson 19 - 62)

The major purpose of this unit is to develop the student's awareness of career opportunities and their respective requirements and guide him in the process of selecting appropriate careers.

The student will use the classroom reference materials, write letters, interview persons working in the fields, and discuss filmstrips, and topics presented by guest speakers. The culminating activity of his individual career research is a written summary-analysis essay and oral report.

Then more specific direction is given to prepare the student for obtaining a job in that field. Students start with sources for obtaining jobs, such as classified ads, and write letters of application, role play telephone inquiries and the job interview, complete many different application forms, and write follow-up thank you

letters. Speakers from state employment and local personnel offices discuss interview techniques and local employment opportunities. Local community college representatives outline two-year programs, cooperative programs with colleges, and vocational programs.

Students are given words commonly used in business and are responsible for developing a vocabulary for their chosen career. Periodically they take timed developmental readings on career research materials.

A second novel is read and reported on individually in small groups according to a given outline, stressing an evaluation of the protagonist and his values, choices, and success or failure. Students will then evaluate reports of others according to a checklist.

While all students are required to perform various reading, writing, speaking, and listening tasks, more personalized attention can be given as the students work on their research projects.

Unit 3

Emphasis is placed in this unit on developing awareness of self and others and potential for success on the job. Values clarification and employability skills are also primary concerns.

Students react to and role play work situations presented in film-strips, such as "Your First Week on the Job," and study employer-employee relations and resolution of conflicts, analyzing the roles of organized labor unions and management. Panels consisting of labor and management representatives from the community are a key source of information.

Employability skills or human relations are stressed as well as basic communication forms and procedures, such as personnel packet forms, inter-office memos, telephone activities dealing with orders, complaints, inquiries, etc. Further oral skills are developed through demonstration and sales speeches.

The report on the third novel read is an essay analyzing three main priorities or values of the main character. Arthur Miller's Death of a Salesman is read aloud in parts and discussed in groups before the student writes an essay about goals, success, and values of the characters.

As a final project each student chooses to write an autobiography summarizing himself, an essay of self-analysis or a letter of recommendation for himself. Each student prepares an identity collage from pictures collected during the semester.

Many filmstrips from Guidance Associates and Scholastic act as springboards for discussion of employability skills and personal goals.

CAREER ENGLISH

TEACHING MATERIALS

Supplementary texts and Materials to be Purchased--Number recommended for one class 25-35 students.

Phase 3-5	Phase 1-2	Company
		1. Allied Education Council, Distribution Center P. O. Box 78, Galien, Michigan 49113
5	15	Career Education: Vocational-Technical Series - Appliances
5	15	Career Education: Vocational-Technical Series - Automotive
40	1	2. Cities Service Oil Co. Business and Education Dept. 60 Wall Street, N.Y.C. Words Often Used in Business.
		3. Delmar Publication, Mountain View Avenue, Albany, N.Y. 12205
5	1	Industrial Labor and Community Relations (Merle E. Strong)
	5	Start in the Right Direction (1970)
	5	Choosing Your Job (1970)
	5	Find and holding a Job (1970)
		4. Educational Services, Northeast Missouri State University, Kirksville, Mo. 63501
40	30	Choosing Your Career $1.50
5	5	How to Get Your Job (American Youth Guidance Series)
		5. Educational Research Division of Educational Design, Inc. 47 West 13th Street, New York 10011
	1	ERD-301 World of Work 2: Getting a Job (less tape player) Note: This may be available through the DE Coordinator in your school) $131.00 Cassettes.
		6. J. C. Penney Educational and Consumer Relations 1301 Avenue of Americas, New York 10019

Phase				
3-5	1-2			
3	2		Awareness Game (Insight Into People Series)	11.00
			Forum - Spring, Summer 1972	no cost
		6A.	Frank E. Richards Publishing, Phoenix, New York (1966)	
	30		(to be duplicated) Getting and Holding a Job. (Gernard Schneider)	
		7.	Globe Publishing Company, Inc. 175 Fifth Avenue, New York, N.Y. 10010	
	30		Searching for Identity (Pathways to the World of English)	2.40
		8.	King Features, 235 E. 45th Street, New York, N.Y. 10017	
3 sets	3 sets		Popeye Careers Comic Books (total 15 books) (Printed by Carlton Press, Division Street, Derby, Conn. 06418)	
1	x	9.	National Career Information Center, Career - 75¢ for each area Resource Bibliography and one subscription (year) (Check on membership)	15.00
		10.	Palo Alto Unified School District Instructional Materials Center 25 Churchill Avenue, Palo Alto, Calif. 94306	
2	2	11.	Life Career Game Perfection Form, 214 W. 8th Street Logan, Iowa	6.00
		12.	Death of A Salesman Portal Press, Inc., Publishers, 605 Third Avenue, New York, N.Y. 10016	1.20
-	1		Springboards: On the Job	
		13.	Scholastic Magazines and Book Service Suite 456 2970 Peachtree Road, N.W. Atlanta, Ga. 30305	

Phase 3-5	Phase 1-2			
40	30	Jobs in Your Future (SCOPE/Job Skills I)		$ 1.00
		14. Science Research Associates, Inc. (SRA) P. O. Box 2150, Atlanta, Ga. 30301 David Tripp 1935 S. Conway, Apt. A-1, Orlando, Fla. 32806		
2 sets	1 set	7-42871	Survey of Personal Values	4.85
2 sets	1 set	7-2876	Scoring Stencil	.90
2 sets	1 set	7-2874	Interpretive Manual	.64
2 sets	1 set	7-42760	Survey of Interpersonal Values	4.85
2 sets	1 set	7-2762	Scoring Stencil	.90
2 sets	1 set	7-2761	Interpretive Manual	1.08
1	1 box	SRA: WORK (Widening Occupational Roles)		159.00
1	1 book	SRA: Career Exploration: Keys *5-3050) Form E 10 filmstrips		100.00
2	1	7-43411 Kuder/Preference Survey (25 per pkg) *(When ordering 20 or more pkgs.)		7.60 *
1	1	73408 Interpreting Kuder E. Gen. Int. Survey (1973) (Overhead transparencies)		8.64
1	1	KNOW (Knowledge Needed to Obtain Work) (1973) Teacher/Counselor Guide - Book of Transparencies by Thomas Jacobson)		159.00
1	1	Handbook of Job Facts		5.60
1	1	About You		2.15
1	1	What to Do After High School		2.42
1	1	Where Do I Go From Here?		1.62
1	1	How to Get Into College and Stay There		2.48
1	1	15. Sears, Consumer Information Services, Dept. 703 - Public Relations. A Department Store in the Classroom. 7401 Skokie Blvd., Skokie, Illinois 60076		1.00
		15A Two new systems developed by P. K. Yonge Lab School, Gainesville, Fla., and published Education Achievement Corp., P. O. Box 7310, Waco, Texas 76710.		
1 kit		1. Motivation for Career Success (6th Grade level reading. Inquiry approach - 30 lessons - cassettes, etc.)		
1 kit		2. Creating Your Future (for non-academically oriented teens and adults - 30 lessons - cassettes.)		

Phase 3-5	Phase 1-2		
		16. South-Western Publishing Company, Inc. 5101 Madison Road, Cincinnati, Ohio 45227	
1	1	How to Find and Apply For a Job, 2nd Edition	
35	35	Effective English for Business Communication (6th Ed.) and Workbook/Study Projects for Effective English (workbook excellent)	
		17. U. S. Dept. of Labor - Bureau of Labor Statistics, U. S. Government Printing Office, Washington, D. C. 20402	
1	1	Dictionary of Occupational Titles (and Training Manual)	
2	1	Occupational Outlook Handbook	
		18. (Olson) Webster Division, McGraw-Hill Book Co. 680 Forrest Road, N.E., Atlanta, Ga. 30312	
x	5	Your Job and Your Future, Book I (1968) Your Job and Your Future, Book II (1968)	
		19. Xerox Education Publications Education Center, Columbus, Ohio 43216	
10	10	Work and Career	.45
10	10	Rise of Organized Labor	.45
		Status	
		20. Follett Publishing Co. 1010 W. Washington Blvd., Chicago, Ill. 60607	
		Success in Language/A	
x	5	Unit 1 - Reflections	
x	5	Unit 2 - Lend an Ear	
x	5	Unit 3 - As a Matter of Fact	
x	5	Unit 4 - The Sound Around Us	
x	5	Unit 5 - Let's Talk It Over	
x	5	Unit 6 - Say It on Paper	
x	5	Unit 7 - What's Behind the Cover?	
x	5	Unit 8 - The Job in Your Future	
		21. Steck-Vaughn, Austin, Texas	
25	25	Language Exercises, Red Book	.99
25	25	Language Exercises, Gold Book	.99
		22. Frank Richards Publishing Co., 324 1st Street, Liverpool, N.Y. 13088	
		I Want a Job Transparencies (rec. for Adult Educ.)	25.00

FILMSTRIPS - Color - Sound - Up-to-date

Guidance Associates of Pleasantville, New York 10570
(A subsidary of Harcourt Brace Jovanovich, Inc.)

Adolescent Experienc: Shaping Identity
(2 filmstrips; 2 12" LPs /$37.50/9B-103 141)

Adolescent Experienc: Setting Goals
(2 filmstrips, 2 LPs, /$37.50/9M103 166)

Job Attitudes: Trouble at Work
(4 filmstrips; 2 12" LPs $37.50/9B-100 337)

Job Attitudes: Job That Goes Someplace
(2 filmstrips; 2 12" LPs/$37.50/9B-102 275)

Jobs and Gender
(2 filmstrips; 2 12" LP's/$37.50/9B-103 349)

Job Hunting: Where to Begin
(2 filmstrips; 2 12" LPs /$37.50/9B-102 259)

On the Job: Four Trainees
(4 filmstrips; 2 12" LPs/$37.50/9B-101 285)

Your First Week On the Job
(2 filmstrips; 2 12" LPs/$37.50/9B-101 988)

Your Job Interview
(2 filmstrips; 2 12" LPs/$37.50/9M-107 654)

Many other film strips in Guidance Associates Series - but course units are keyed to these specifically.

Scholastic Magazine and Book Service Suite 456, 2970 Peachtree Road, N.W., Atlanta, Ga. 30305

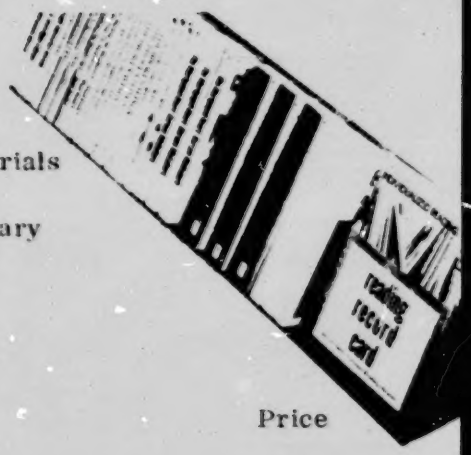
DISCOVERY (WORK) new, fall, 1973
8 filmstrips and records #3596 $119.50

Florida State Adopted Texts (Recommended for one class)

Phase 3-5	Phase 1-2			
x	1	1.	(Anderson)-Webster Division, McGraw-Hill Book Company Gene Wesley, P. O. Box 135, DeFuniak Springs, Florida 32433	
			A090218 World of Work Kit (1971) - below average -	69.60 (suggested)
		2.	(Andrews) - Gregg Division, McGraw-Hill Book Co. Dave E. Stork, Reg. Mgr. 680 Forrest Road, N.E. Atlanta, Ga 30312	
5	5		A090212 About Her (1968)	1.11
5	5		A090213 About Him (1968)	1.11
	5		A090214 The Job You Want (1968)	1.11
	5		A090215 You Said It (1969)	1.11
	5		A090216 It's Up To You (1970)	1.11
	5		A090217 You Pay For It (1970)	1.11
			(Teacher manual furnished upon request) (Consultant services available)	
			Follett Educational Corp. (1967)	
		3.	Turner Career Guidance Series (1971) Follett Publishing Co., 1010 W. Washington Blvd, Chicago, Ill. 61607	
1	30		A090206 Wanting a Job	.87
1	30		A090207 Training for a Job	.87
1	30		A090208 Looking for a Job	.87
1	30		A090209 Starting a Job	.87
1	30		A090210 Holding a Job	.87
1	30		A090211 Changing a Job	.87
			(Teacher's Guide free upon request) low ability	
2	x	4.	Harcourt, Brace - Write On!	1.95
		5.	MacMillan Gateway Series The MacMillan Co. 255 Ottley Drive, N.E. Atlanta, Ga. 30324	
2	-		A Family Is A Way of Feeling	1.68
2	30		90501E0 Rebels and Regulars	1.68
20	30		90501F1 People In Poetry	1.47
-	30		90501F3 Justice	1.59
-	30		90501F2 Something Strange	1.71

Florida State Adopted List (continued)

Phase 3 5	Phase 1 3			
1	1		2032906 How to Choose Your Work	$ 1.35
1	1		2032907 How to Get a Job (varying ability, 9 - 12)	1.41
		6.	(Morrison) - Gregg Division, McGraw-Hill Co. 680 Forrest Road, N.E., Atlanta, Ga. 30312 A Career in the Modern Office Series	
1			2032901 Opportunities in Today's Offices (1969)	1.68
1			2032902 Making the Most of Yourself (1969	1.68
1			2032903 Making the Most of Your Skills (1969	1.68
1			2032904 Getting the Right Job (1970) (low ability)	1.68
		7.	(Reiter) Polaski Company, Inc. (1973) P. O. Box 7466, Philadelphia, Pa. 19101	
40	30		90501 P9 Vocational Technical	2.50
2			90501 P4 Business	2.50
		8.	Scholastic Magazines and Book Service Suite 456, 2970 Peachtree Road, N.W. Atlanta, Ga. 30305	
x	1		705019G Action Library I (1972)	30.00
x	1		705019N Action Library II (1972)	30.00
		9.	South-Western Publishing Co., Inc. 5101 Madison Road, Cincinnati, Ohio 45227	
40	30		2032910 You and Your Job (Blackledge et al) (1967) (Finding It - Getting It - Keeping It)	1.47
1	1		2032908 Business Behavior (average ability 11-12)	2.61
		10.	McDougal Littel, Box 1667, Evanston, Ill. 60204 Man Series for supplementary literature - theme units -6 levels of difficulty - Man in the Fictional Mode, Man in the Poetic Mode, Man in the Expository Mode, Man in the Dramatic Mode	1.47 - 1.68 per copy



CAREER ENGLISH - Supporting Reading Materials

PAPERBACKS recommended for Class Library

Educational Paperbacks 1970-71 Simon & Schuster, Inc. 1 West 39th Street New York, N.Y. 10018		Price
Carnegie, Dale	How to Win Friends and Influence People	.75
Liston, Robert A.	Your Career in Law Enforcements	1.00
Neal, Harry Edward	Your Career in Banking	1.00
Neal, Harry Edward	Your Career in Electronics	1.00
Scobey, Joan & McGrath, Lee Parr	Creative Careers for Women: A Handbook of Sources and Ideas for Part-time Jobs	1.00
Winter, Elmer L	How to Be an Effective Secretary	.75
Washington Square Press Simon & Schuster, Inc. 630 Fifth Avenue New York, N.Y. 10020		
Shapiro, Milton	Jackie Robinson and the Brooklyn Dodgers	.50
Schoor, Gene	The Story of Ty Cobb	.60
	The Jim Thorpe Story	.50
Noble Publishers		
Russell, Bill	Go Up for Glory	.75
Fawcett World Library 67 W. 44th Street New York, N. Y. 10036		
Lee, Bruce	J.F.K. Boyhood to White House	.60
Wash. 1967		
Blanton, C.	Hold Fast To Your Dreams	.60

Berkley Publishing Corp
200 Madison Avenue
New York, N.Y. 10016

Stolz, M.	Hospital Zone	.60
	Student Nurse	.50

Bantam Books, Inc.
School & College Division
666 Fifth Avenue
New York, N. Y. 10019

Rich, Elizabeth	Flying High	.95
Pogrebin, Letty Cottin	How To Make It In A Man's World	1.25
Foles,	The Book of Expert Driving NR5957	.95
Goodman,	Linda Goodman's Sun Signs T6719	1.50
Forsoyce,	Weather and Weather Forecasting R6810	1.45
Clark, Jan (1973)	Computers at Work R6834	1.45
Mantle,	The Qualtiy of Courage	.60
Camelli, December	Basketball: Great Teams, Great Men Great Moments SP7679	.75

Dell
c/o Mentuille Warehousing Co., Inc.
Change Bridge Road
Pine Brook, N. Y. 17058

Young, Al	Snakes Laurel 7937-3	.75
Zindel, Paul	The Pigman Laurel-Left 6970-9 (Class set recommended)	.60

Hentoff, Nat	Jazz Country Laurel-Leaf 4197-9	.60
Stolz, Mary	Goodbye My Shadow Laurel-Leaf 2990-9	.50
Asbe, B. D.	The Young Lawyers: Test Case 8629-1	.75
Woods, George A.	Vibrations Laurel-Leaf 9414-9	.75
Olson, Gene	The Roaring Road Laurel-Leaf 7498-9	.50
Killiflea, Marie	With Love from Karen 9615-1	.75

The Perfection Form Co.
214 West Eighth Street
Logan, Iowa 51546

Lipsyte, Robert	The Contender 9056	.75 .65
Miller, Warren	The Cool World 9054	.75 .65
Wilkerson, David	Cross & Switchblade 9057	.95 .80
McKay, Robert	Dave's Song 9070	.75 .65
Wojciechowska, Maia	Don't Play Dead Before You Have To 9443	.75 .65
Baron, Virginia Olson	Here I am 9151	.75 .65
Hentoff, Nat	I'm Really Dragged But Nothing Gets Me Down 9169	.60 .50

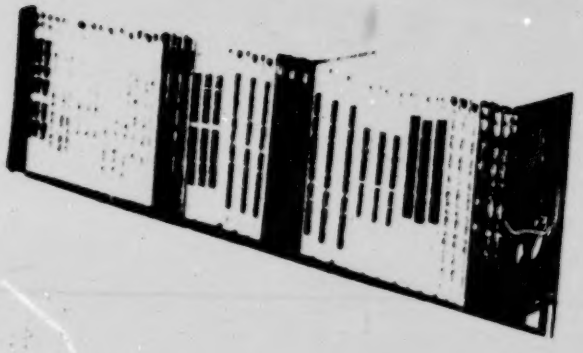
The Perfection Form Co. - continued

Killilea, Marie	Karen	.75
	4600	.65
Parks, Gordon	The Learning Tree	.95
	9183	.80
Neufeld, John	Lisa, Bright and Dark	.75
	9201	.65
Boham, Frank	The Nitty Gritty	.75
	9469	.65
Zindel, Paul	My Darling, My Hamburger	.75
	9230 (several copies)	.65
Haggard, Elizabeth	Nobody Waved Goodbye	.75
	9247	.65
Felsen, Henry Gregor	Crash Club	.75
	2140	.65

Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, N. J.

(25% Discount)

Tunis	Go, Team, Go	.60
	1395	
Peck	The Life and Words of Martin Luther King, Jr.	.60
	2958	



INDIVIDUALIZED READING PROGRAM

SUPPLEMENTARY PAPERBACKS for Class library

Scholastic Book Service, Continued

Smith, R., ed.	Small World	3011	$ 1.00
Carson	The 23rd Street Crusader	2602	.60
Cebulash	The Boatniks	4434	.60
Laing	Ask Me If I Love You Now	9164	.75
Williams	The Fastest Funny Car	2922	.60
Gault	Two Wheeled Thunder	2410	.75
Wyndham	Candy Stripers	2285	.75
Gillespie	A Kind of Summer Love	4535	.75
Bradbury	Love is Never Enough	9392	.75
Whitney	Willow Hill	2176	.75
McCulloch	Second Year Nurse	2913	.60
Bialk	Marty	8563	.75
Wolff	Linsey Herself	3423	.75
Aldrich	A White Bird Flying	8602	.75
Kjelgaard	Buckskin Brigade	2355	.75
McCall	Danger Zone	8032	.60
Simon	Hit Parade of Horse Stories	296	.50
Friendlich, ed.	Hit Parade of Sports Stories	357	.50
Robinson, ed.	Hit Parade of True Flying Stories	9043	.50
	Action Library I 5 copies of 4 titles (reading level 2.-2.4)	2704	30.00
	Action Library II 5 copies of 4 titles (reading level 2.5-3)	2713	30.00

HELPFUL NAMES and ADDRESSES related to Career English Materials and information (free, inexpensive, and average priced)
Many agencies and associations will send class sets of pamphlets.

United States Government Publishers:

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (Write for catalogs listing vocational monographs.)

U.S. Department of Agriculture, Washington, D.C. 20515

U.S. Department of Defense, Washington, D.C. 20305

U.S. Air Force
U.S. Army
U.S. Marine Corps
U.S. Coast Guard
U.S. Navy

U.S. Civil Service Commission, Washington, D.C. 20415

U.S. Department of Commerce, Bureau of the Census, Washington, D.C.

U.S. Department of Health, Education and Welfare, Washington, D.C.

Public Health Services
Office of Education

U.S. Department of Labor, Washington, D.C. 20210

Bureau of Apprenticeships
Bureau of Labor Statistics
U.S. Employment Service
Women's Bureau

U.S. Department of Labor, Washington, D.C. 20210

Private Publishers:

Careers, Largo, Florida
Chronical Guidance Service, Inc., Moravia, New York
Educational Services, Kirksville, Missouri 63501
B'nai B'rith Vocational Service, Washington, D.C.

Professional and Trade Associations:

Business Administration

Accountant: National Association of Accountants, 505 Park Ave., New York, New York 10022

Advertising workers: American Advertising Federation, 1225 Connecticut Ave., N.W., Washington, D.C. 20036

Marketing research worker: Small Business Administration, Washington, D.C. 20416

Personnel workers: American Society for Personnel Administration, 19 Church St., Berea, Ohio 40017

Public Relations workers: The Information center, Public Relations Society of America, Inc., 845 Third Ave., New York New York 10022

Educational Properties, Inc., P. O. Box DX, Irvine, Calif. 92664

The National Standard Career Education Model K - Adult Information Sheet (28" X 22" - Color)

Clergymen: Contact your local clergy.

Conservation Occupations

Forester: U.S. Department of Agriculture, **Forest Service,** Washington, D.C. 20250

Forestry Aids: U.S. Department of Agriculture, **Forest Service,** Washington, D.C. 20250

Range Managers: Bureau of Land Management, **Denver Service** Center, Federal Center Building 50, **Denver, Colorado 80225**

Counseling Occupations

Employment Counselors: National Employment **Counselors Assoc.,** 1607 New Hampshire Ave., N.W., **Washington, D.C. 20009**

Rehabilitation Counselors: National Rehabilitation **Counseling** Assoc., 1522 K St., N.W., Washington, **D.C. 20005**

School Counselors: American School **Counselors Association,** 1607 New Hampshire Ave., N.W., **Washington, D.C. 20009**

Engineers

Aerospace Engineers: American Institute of **Aeronautics and** Astronautics, Inc., 1290 Ave. of the **Americas, New York,** New York 10019

Agricultural Engineers: American Society of **Agricultural En-**gineers, 2590 Niles Road, **St. Joseph, Michigan 49085**

Civil Engineers: American Society of Civil **Engineers,** 345 East 47th St., New York, New York 10017

Electrical Engineers: Institute of Electrical and **Electronic** Engineers, 345 East 47th St., New York, **New York 10017**

Mechanical Engineers: Same as above.

Health Service Occupations

Physicians: Association of Medical **Colleges, One Dupont Circle,** N.W., Washington, D.C. 20036

Osteopathic Physicians: American **Osteopathic Association, 212** East Ohio St., Chicago, Illinois 60611

Dentists: Dental Association, Council on **Dental Education, 211** East Chicago Avenue, Chicago, Illinois 60611

Dental Hygienists: Division of Dental Health, **Public Health Service** U.S. Department of Health, Education and **Welfare, Washington** D.C. 20201

Dental Assistants: Same as above.

Dental Laboratory Technicians: American Dental Association, Council on Dental Education, 211 East Chicago Avenue, Chicago, Illinois 60611

Registered Nurses: ANA-NLN Committee on Nursing Careers, American Nurses' Association, 10 Columbus Circle, New York, N.Y. 10019. Same for Licensed Practical Nurses.

Medical Assistants: American Association of Medical Assistants, 200 East Ohio St., Chicago, Illinois 60611

Surgical Technicians: Association of Operating Room Technicians, Inc., 8085 East Prentice, The Denver Technological Center, Englewood, Colorado 80110

Optometrists: Optometric Association, 7000 Chippewa Street, St. Louis, Missouri 63119

Pharmacists: American Pharmaceutical Association, 2215 Constitution Ave., N.W., Washington, D.C. 20037

Occupational Therapists: American Occupational Therapy Association, 251 Park Avenue South, New York, N.Y. 10010

Medical Laboratory Workers: American Society of Medical Technologists, Suite 1600, Hermann Professional Building, Houston, Texas 77025

Medical Record Librarians: The American Medical Record Assoc., 875 N. Michigan Ave., Suite 1850, Chicago, Illinois 60611

Chemists: American Chemical Society, 1155 Sixteenth St., N.W. Washington, D.C. 20415

Music Teachers: Music Educators National Conference, The National Education Association, 1201 Sixteenth Street N.W., Washington, D.C. 20036

Technician Occupations

Engineering and Science Technicians: National Council of Technical Schools, 1835 K Street N.W., Room 907, Washington, D.C. 20006

Food Processing Technicians: Contact your school counselor.

Draftsmen: American Federation of Technical Engineers, 1126 Sixteenth Street, N.W., Washington, D.C. 20036

Other Professional Occupations

Architects: The American Institute of Architects, 1785 Massachusetts Ave., N.W., Washintgon, D.C. 20036

Home Economists: American Home Economics Association, 2010 Massachusetts Ave., N.W., Washington, D.C. 20036

Lawyers: Information Service, The American Bar Association, 1155 East 60th Street, Chicago, Illinois 60637

Programers: Data Processing Management Association, 505 Busse Highway, Park Ridge, Illinois 60068

Recreation Workers: National Industrial Recreation Association, 20 North Wacker Drive, Chicago, Illinois 60606

Clerical and Related Occupations

Clerical workers: Contact your state employment office for information concerning positions of bookkeeping, cashiers, file clerks, office machine operators, receptionists, typists and telephone operators.

Electronic Computer Personnel: Data Processing Management Association, 505 Busse Highway, Park Ridge, Illinois 60068

Stenographer and Secretary: The Institute for Certifying Secretaries, 616 East 63rd Street, Kansas City, Missouri 64110

Sales Occupations

Automobile Parts Counterman: Automotive Service Industry Association, 230 N. Michigan Ave., Chicago, Illinois 60601

Automobile Salesmen: National Automobile Dealer Association, 2000 K Street, N.W., Washington, D.C. 20006

Insurance Agents: The Live Underwriter Training Council, 1922 F Street, N.W., Washington, D.C. 20006

Real Estate Salesmen: National Association of Real Estate Boards, Department of Education, 155 Superior St., Chicago, Illinois, 60611

Retail Trade Salesworkers: The National Retail Merchants Association, 100 West 31st St., New York, N.Y. 10001

Service Occupations

Barber: National Association of Barber Schools, Inc., 750 Third Avenue, Huntington, West Virginia 25701

Cosmetologists: National Beauty Career Center, 3839 White Plains Road, Bronx, New York 10467

Cooks and Chefs: Culinary Institute of America, Inc., 393 Prospect Street, N.W., New Haven, Conn. 06511

FBI Special Agents: The Federal Bureau of Investigation, U.S. Department of Justice, Washington, D.C. 20535

Police Officers: International Association of Chiefs of Police, 11 Firstfield Road, Gaithersburg, Md. 20760

State Police Officers: Contact your State Civil Service Commission.

Firefighters: International Association of Firefighters, 905 Sixteenth St., N.W., Washington, D.C. 20006

Hospital Attendants: Division of Careers and Recruitment, American Hospital Association, 840 N. Lake Shore Drive, Chicago, Illinois 60611

Social Service Aides: Contact your city, county or state welfare departments, department of recreation or local Community Action Agency.

Skilled and Other Manual Occupations

Building Trades: American Federation of Labor and Congress, International Union of America, 815 Sixteenth St., N.W. Washington, D.C. 20006

Brick layer: Brick Layers, Masons, and Plasterers' International Union of America, 815 Fifteenth Street, N.W., Washington, D.C. 20005

Carpenters: United Brotherhood of Carpenters and Joiners of America, 101 Constitution Ave., N.W., Washington, D.C. 20001

Cement Masons: Brick Layers, Masons and Plasterers' International Union of America, 815 Fifteenth St., N.W. Washington, D.C. 20005

Plumbers and Pipe Fitters: National Association of Plumbing-Heating-Cooling Contractors, 1016 20th St., N.W. Washington, D.C. 20036

Floor Covering Installers: Carpet and Rug Institute, Empire State Building, New York, N.Y. 10001

Operating Engineers (Construction): International Union of Operating Engineers, 1125 Seventh St., N.W., Washington, D.C. 20036

Sheet Metal Workers: Sheet Metal Workers' International Association, 1000 Connecticut Ave., N.W., Washington, D.C. 20036

Driving Occupations

Over-The-Road-Truck drivers: American Trucking Association, 1616 P Street, N.W., Washington, D.C. 20036

Machining Occupations: The National Machine Tool Builders Association, 2139 Wisconsin Avenue, N.W., Washington, D.C. 20007

Mechanics and Repairmen

Air-conditioning, Refrigeration and Heating mechanics: Refrigeration Service Engineers Society, 433 N. Waller Avenue, Chicago, Illinois 60644

Automobile body repairmen: Automotive Service Industry Association, 230 N. Michigan Avenue, Chicago, Illinois 60601

Automobile mechanic: Same as above.

Business machine servicemen: Contact local dealers who sell typewriters, adding and dictating machines, as well as branch offices of national companies. Technical and vocational schools offer training.

Diesel mechanic: International Association of Machinists and Aerospace Workers, 1300 Connecticut Ave., N.W. Washington, D.C. 20036

Farm equipment mechanic: Farm and Industrial Institute, 850 Wrigley Building, N, 410 North Michigan Avenue, Chicago, Illinois 60611

Motorcycle mechanic: Contact local state employment office or local dealers.

Television and Radio servicemen: National Alliance of Television Association, 5908 South Troy St., Chicago, Illinois 60629

Watch repairmen: American Assoc. Watchmakers Institute, P.O. Box 11011, Cincinnati, Ohio 45211

Printing Occupations: Printing Industries of America, Inc., 1730 North Lynn St., New York, New York 10020

Occupations Related to Agriculture: Contact county extension offices, the State Director of Cooperative Extension Service located at your land-grant university; or the Extension Service, U.S. Department of Agriculture, Washington, D.C. 20250

Aircraft, Missile and Spacecraft Occupations: National Aeronautics and Space Administration, Washington, D.C. 20546

Atomic Energy Occupations: U.S. Atomic Energy Commission, Washington, D.C. 20545

Baking Occupations: National Bakers Association, 1700 Pennsylvania Ave., N.W., Washington, D.C. 20006

Drug Industry Occupations: National Pharmaceutical Council, Inc., 1030 Fifteenth St., N.W., Washington, D.C. 20005

Occupations in Electronics: Electronic Industries Association, 2001 Eye Street, N.W., Washington, D.C. 20001

Mining: American Association of Petroleum Geologists, P.O. Box 979, Tulsa, Oklahoma 74101

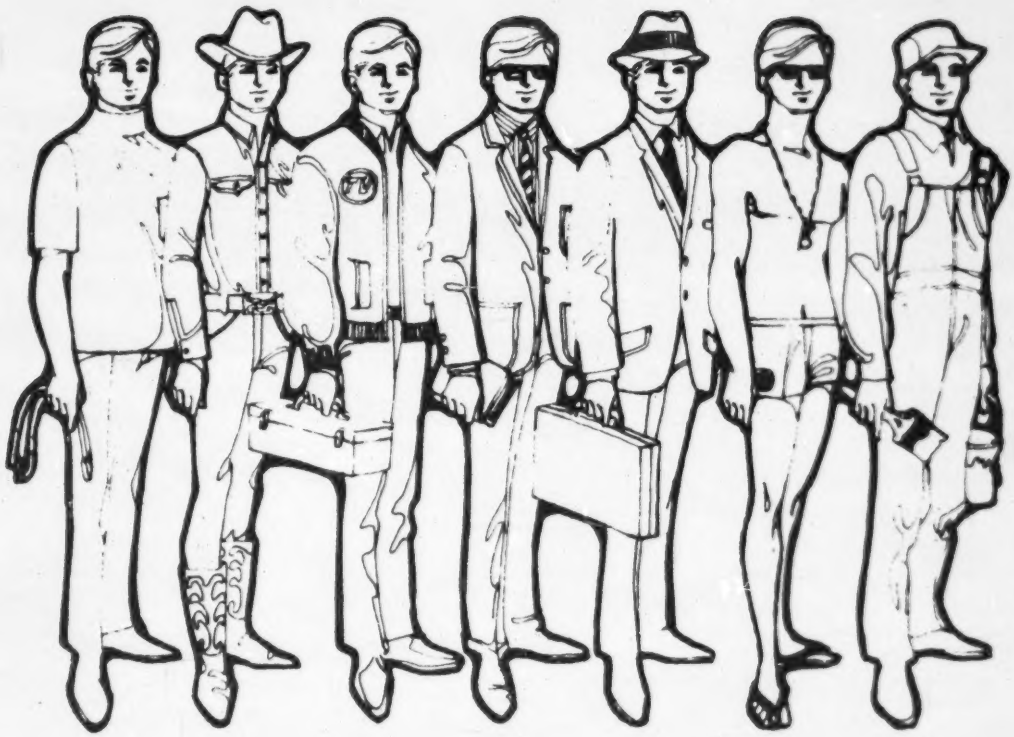
Civil Aviation Occupations

Pilot and copilot: Air Line Pilots Association, International, 1329 E Street, N.W., Washington, D.C. 20004

Flight engineer: Flight Engineers' International Association, 100 Indiana Avenue, N.W., Washington, D.C. 20001

Aircraft mechanic: Information Retrieval Branch, Federal Aviation Administration Library, HY-630, Federal Aviation Administration, Washington, D.C. 20553

Air traffic controllers: Same as above.



BOOKS AND OTHER PUBLICATIONS

WORLD AND WORK, McKnight and McKnight Publishing Company
STUDENT'S PERSONAL ADJUSTMENT TO WORK, Vol. 1, Texas Technical and Industrial Education Series
CAREER OPPORTUNITIES, New York Insurance Company
JOB GUIDANCE FOR YOUNG PEOPLE, U.S. Bureau of Labor Standards
THE WORLD OF WORK, Shrader, J. Weston Walch
THE JOBS YOU GET, Turner-Livingston Reading Series, Follett Publishing Company
THE JOB YOU WANT, Opportunity Knocks Series, McGraw-Hill Publishing Company
VOCATIONAL READING SERIES, Follett Publishing Company
JOBS IN YOUR FUTURE, Scope, Job Skills 1, Scholastic Book Services
CHARM FOR MISS TEEN, Gregg, McGraw-Hill Publishing Company
YOUR JOB IN DISTRIBUTION, Gregg, McGraw-Hill Publishing Company
"School Subjects and Jobs," Broschard, Science Research Associates
"How To Get and Keep the Right Job," Carnation Company
"How You Can Be a Better Student," Flesch, Sterling Publishing Company
WHAT EMPLOYERS WANT, Science Research Associates, Inc.
THE JOBS YOU GET, Opportunity Knocks Series, McGraw-Hill Publishing Company
VOCATIONAL ADJUSTMENTS, Vol. 1 and 2, Texas Technical & Industrial Education Series, University of Texas
OCCUPATIONS AND CAREERS, Greenleaf, McGraw-Hill Publishing Company
PICK YOUR JOB AND LAND IT, Edlund & Edlund, Prentice-Hall, Inc.
SELECTING AN OCCUPATION, Prosser and Sifferd, McKnight
"Child Labor Law Packet," Florida Department of Commerce
FOLLOWING DIRECTIONS, Programmed Reading Study
"Learning How To Study," Science Research Associates
TURNER-LIVINGSTON READING SERIES, Follett Publishing Company
GETTING ALONG WITH OTHERS, Shacker, Science Research Associates
"Job Information Series," Florida Employment Service
CO-ED MAGAZINE, VALUE SHEETS, Scholastic Book Service
"Know How To Dress and Look," Avon Cosmetics Company
Safety Posters, Workmen's Compensation, Florida Department of Commerce
YOUR PERSONALITY AND YOUR JOB, Daniel, Science Research Associates
MODERN CONSUMER EDUCATION, Grolier Educational Corporation
WORLD OF WORK, #2, Educational Resources, Inc.
MAKING THE MOST OF YOUR SCHOOL DAYS, McGraw-Hill Publishing Company
"Mooning for Jimmy, A," National Urban League
"Stay in School," U.S. Navy Recruiting Service
"Study Your Way Through School," Gerkin, Science Research Associates
FRIENDS YOU MAKE, THE, Turner-Livingston Reading Series, Follett Publishing Company
TOWN YOU LIVE IN, THE, Turner-Livingston Reading Series, Follett Publishing Company
"Facts About Narcotics," Vogel & Vogel, Science Research Associates
"Facts About Alcohol," McCarthy, Science Research Associates
"Is Smoking Worth It?" T.B. Association
"LSD, Insight Or Insanity," Science Research Associates
WHAT YOU SHOULD KNOW ABOUT DRUGS AND NARCOTICS, The Tallahassee Democrat
"Your Behavior Problems," English & Foster, Science Research Associates
AMERICAN HERITAGE SERIES, McGraw-Hill Publishing Company
CITIZENSHIP IN ACTION SERIES, Follett Publishing Company
ABOUT HER, Opportunity Knocks, McGraw-Hill Publishing Company
ABOUT HIM, Opportunity Knocks, McGraw-Hill Publishing Company
FAMILY YOU BELONG TO, THE, Turner-Livingston Reading Series, Follett Publishing Company

FILMSTRIPS

"Fundamentals of Thinking," McGraw-Hill Publishing Company
"Getting Along with Others," McGraw-Hill Publishing Company
"Making the Most of Your School Days," McGraw-Hill Publishing Company
"Getting a Job and Keeping It," McGraw-Hill Publishing Company
"New Employee and Fellow Workers, The," McGraw-Hill Publishing Company
"Guidance Series," Sets 1 through 6, McGraw-Hill Publishing Company
"World of Work," Guidance Associates
"Your Boss Is Proud of You," McGraw-Hill Publishing Company
"How Honest Are You?" Coronet
"American Heritage," McGraw-Hill Publishing Company
"Four Who Quit, The," Science Research Associates
"I Never Went Back," Charles Cahill & Associates, Inc.
"School Dropout," Coronet
"What Good Is School?" Science Research Associates
"Failure," Guidance Associates
"First Year High School," Guidance Associates
"Widening Occupational Roles Kit (WORK)," Science Research Associates
"Improve Your Study Habits," McGraw-Hill Publishing Company
"Improve Your Reading Habits," McGraw-Hill Publishing Company
"Improve Your Vocabulary Habits," McGraw-Hill Publishing Company
"Belonging to a Crowd," Society for Visual Education
"The Smoking Problem," Society for Visual Education
"Teen Etiquette Series," McGraw-Hill Publishing Company
"Using Your Time and Abilities," Jam Handy
"Leading and Following," Jam Handy
"To Have a Neighbor Is To Be a Neighbor," McGraw-Hill Publishing Company
"Understanding Myself and How I Can Understand Other People," McGraw-Hill Publishing Company
"Ways We Influence Others," Society for Visual Education
"Color in Your Clothes," McGraw-Hill Publishing Company
"Grooming and Posture," McGraw-Hill Publishing Company
"Teenaged?" Winthrop Laboratories
"What Clothes Should I Wear?" McGraw-Hill Publishing Company
"Personal Appearance," Getting Along with Others Series, McGraw-Hill Publishing Company
"Health Series," Society for Visual Education
"Developing Social Maturity," McGraw-Hill Publishing Company
"Dropout, The," Guidance Associates
"Failure," Guidance Associates
"Guidance Discussion Series," Jam Handy
"Who Are You?" Society for Visual Education
"Getting the Most Out of Your Day," McGraw-Hill Publishing Company
"Learning To Manage Your Money," Society for Visual Education
"So Your Budget Won't Budge," McGraw-Hill Publishing Company
"Etiquette Smooths Away," McGraw-Hill Publishing Company
"Your Feelings," Jam Handy
"Why Etiquette in Business?" McGraw-Hill Publishing Company
"Mental Growth," McGraw-Hill Publishing Company
"Motivation, Key to Achievement," McGraw-Hill Publishing Company
"Choosing Your Careers," Guidance Associates Series
"Finding the Right Job for You," McGraw-Hill Publishing Company
"Popularity Comes to You," McGraw-Hill Publishing Company
"Are You an Interesting Person?" Filmstrip of the Month Club, Inc.

FILMS

"How To Keep a Job," Coronet
"Aptitudes and Occupations," Coronet
"Developing Responsibility," Coronet
"Personal Qualities for Job Success," Coronet
"Your Earning Power," Coronet
"Finding Your Life's Work," Vocational Guidance, McGraw-Hill Publishing Company
"Choosing Your Occupations," Coronet
"Getting a Job," Encyclopaedia Britannica
"How To Investigate Vocations," Coronet
"The World Is Yours," Associate Films
"Benefits of Looking Ahead," Coronet
"Finding Your Life's Work," Coronet
"Control Your Emotions," Coronet
"Developing Self-Reliance," Coronet
"How To Take Notes," Coronet
"Manner of Speaking, A," Educator's Guide
"In Time of Trouble," McGraw-Hill Publishing Company
"Mr. Finley's Feelings," Association Films or Metropolitan Life Insurance Company
"Automation Hamburger," Burger King
"The Constitution and Employment Standards," Indiana University
"Choosing for Happiness," McGraw-Hill Publishing Company
"Teen Etiquette Series," McGraw-Hill Publishing Company
"This Way Up," Modern Talking Pictures Services
"Dropout," Project 4, Channel 4, WJXT-TV
"Hurrying Kind, The," U.S. Army Recruiting Service
"Mooning for Jimmy, A," National Urban League
"When I'm Old Enough, Goodbye," Coronet
"Belonging to the Group," Encyclopaedia Britannica
"Responsibility," McGraw-Hill Publishing Company
"Are You a Good Citizen?" Coronet
"Consumer Protection," Coronet
"Dressin' Up," Association Films or Men's Tie Foundation
"Preface to a Life," Norwood Films
"Constitution: One Nation Indivisible," Ford Foundation
"Body Care & Grooming," McGraw-Hill Publishing Company
"Balance Your Diet for Health Appearance," Coronet
"Health Heroes: The Battle Against Disease," Coronet
"V.D.," County Health Department
"Feeling Left Out," Coronet
"Understanding Your Emotions," Coronet
"Using Your Time and Ability," Guidance Discussion Series
"Better Use of Leisure Time," Coronet
"Earning Money While You're Going to School," Coronet
"Why Budget?" McGraw-Hill Publishing Company
"Your Thrift Habits," Coronet
"Anger at Work," International Film Bureau
"Effective Criticism," Coronet
"Griper, The," McGraw-Hill Publishing Company
"Learning From Disappointments," Coronet
"Other Fellow's Feelings," McGraw-Hill Publishing Company
"Beginning Responsibility: Being on Time," Coronet
"Johnnie on Aisle III," Associate Films